

Reports to: CIP Superintendent  
Pay grade: 105

FLSA: Non-Exempt

## **CIP ACCOUNTING TECHNICIAN**

### **NATURE OF WORK**

Serves the public with advanced nonprofessional accounting work involving the preparation and maintenance of the Capital Improvement Program (CIP) and more complex bookkeeping and financial records.

### **DISTINGUISHING FEATURES**

Work involves responsibility for maintaining and processing all invoices and pay estimates required for expenditures under the Capital Improvement Program (CIP) and the Water Department. Reviews individual project budgets to ensure that all expenditures are consistent with the project budgets. Prepares a weekly and YTD overview of all expenditures within the CIP program. Maintains contractual and invoicing portion of the CIP project files on a weekly basis. Work includes data entry, calculations, and verification of information requiring knowledge of manual and computer processes. This class is distinguished from the Senior Accounting Clerk class by the more advanced level and complexity of work. Work is performed with independence and latitude within the framework of established laws, regulations, procedures, policies, rules, and procedures governing the accounting, reporting and recording of employee payroll and benefit transactions.

### **ESSENTIAL FUNCTIONS** *(These essential duties are only illustrative.)*

Receives invoices and pay estimates from CIP project managers, City Engineer, and CIP Operations Manager and reviews these to ensure compliance with the project budgets, and prepares for final review and submission to Finance Department for payment. Prepares a weekly and YTD overview of all expenditures relating to the CIP / Construction program.

Receives invoices and pay requests from the Water Department and processes for weekly payment. Coordinates with Water Accountant, Water supervisors and Finance Department for payment.

Verifies, codes, posts, and prepares payment of invoices and expenses; checks documents for accuracy, completeness, and compliance with policies, and procedures; enters data; refers unusual situations to supervisor, sets up vendor files and accounts; contacts vendors or employees to exchange information; and reconciles accounts.

Assists in maintaining and updating program budgets and grant fiscal files; assists with budget close-out at end of grant; and compiles various fiscal detail required for audits of grants.

Establishes accounts; verifies account information; calculates and verifies amounts; enters data into computer to establish or update accounts and files; searches for, identifies, and corrects discrepancies.

Prepares and processes purchase requisitions approved by administrative superiors. Follows-up

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with vendors by phone on order status; and reconciles invoices with purchasing documents before forwarding to Finance Department for payment; prepares payment vouchers.

Assists in monitoring expenditures to confirm availability of funds; identifies and resolves or refers discrepancies; maintains budget records.

Assists the CIP Analyst in maintaining spreadsheets and databases to track grant expenditures;; examines financial records; verifies payments and deposits; prepares accurate and timely reports of financial data and transactions.

Works with the CIP Analyst and Finance Department to verify the receipt of grant funding (and other funding sources) and other accounts receivable; coordinates adjusting entries with the Finance Department; and assists in the preparation of fiscal reports for program managers.

Coordinates external invoicing for the Water Department with the Water Accountant and Finance Department on a monthly basis

Maintains the contractual and accounting portions of the CIP project files. This includes accurate filing of all contractual and expenditure information on a regular basis to ensure access of the data for CIP and Engineering Division staff.

Prepares bid documents upon request by Project Managers. Coordinates with the Finance Department to schedule bid opening dates and submittal of bid documents for advertising.

Maintains bid status log spreadsheets with all pertinent project bidding information compiled.

Coordinates the preparation and submittal of City Council material for Public Works staff on a weekly basis; maintains a database of all City Council submittals; print and distribute City Council materials to Senior Management weekly

Assist the City Engineer, CIP Operations Manager, and CIP Analyst in the preparation of the weekly and YTD expenditure report (through data provided by the City of Rockford central accounting software). This report is provided to the CIP and Engineering project management staff to assist in managing the financial performance of CIP projects. This task requires liaison with the Finance Department on a regular basis to secure expenditure data as provided through the central software system.

## **SUPERVISION RECEIVED**

Works under the general supervision of the CIP Operations Manager and the CIP Analyst. Work is reviewed by observation and in progress for accuracy, completeness, timeliness and adherence to guidelines and requirements and is subject to periodic external audit.

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## **SUPERVISION EXERCISED**

Supervision is not a responsibility of this class.

## **WORKING CONDITIONS & PHYSICAL DEMANDS**

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as papers and files. Work requires periods of extended computer use and performing tasks with set deadlines and volume processing.

## **SUCCESS FACTORS (KSAs)**

Knowledge of computerized accounting systems and their use in payroll and timekeeping or other assigned accounting system or subsystem.

Knowledge of public sector or construction operations.

Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standard that may be adopted by City departments.

Ability to prioritize tasks, organize and maintain large quantities of information, and create and maintain various spreadsheets and databases to quantify the financial performance of the CIP Division.

Ability to operate computerized accounting, budgeting, and related programs.

Ability to make arithmetic computations and tabulations rapidly and accurately.

Ability to participate in bookkeeping and related accounting work of considerable volume.

Ability to recognize and reconcile discrepancies in financial records.

Ability to carry out complex oral and written directions.

Ability to sit for extended periods of time.

Ability to prepare and maintain accurate and complete financial records and reports, and assist in preparing for external financial audits.

Ability to communicate ideas clearly and concisely, both orally and in writing, with a diverse group of people.

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Ability to establish and maintain effective working relationships as required by the work of the position.

Ability to operate a calculator, personal computer, and other office equipment.

### **EDUCATION, TRAINING & EXPERIENCE**

Possession of an Associate's degree from an accredited college or university in accounting, finance or a related field and 1 – 3 years of responsible accounting or bookkeeping experience in the public sector or construction area. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

### **NECESSARY SPECIAL REQUIREMENTS**

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.